

# DETACH REGISTRATION FORM AND MAIL WITH YOUR CHECK

TO:

Loudoun Extension Office  
c/o Family & Consumer Sciences

30-B Catoctin Circle, SE  
Leesburg, VA 20175

*Virginia Cooperative Extension enables people to improve their lives through an educational process that uses scientific knowledge focused on issues and needs.*

## DIRECTIONS TO OUR OFFICE:

### FROM THE DULLES GREENWAY:

Come to Leesburg where the Greenway ends. Bear to the left at the exit and get on the bypass (Routes 15 & 7). Take the King Street exit and head in towards Leesburg. Go to the second traffic light to Catoctin Circle; turn right and go a short distance. Look for the Wachovia Bank building which will be on the left. Loudoun Extension is located on the first floor next to the bank.

### FROM ROUTE 7 EAST:

Come into Leesburg and turn left onto Catoctin Circle. Come around the Circle until you see a 2 story brick Wachovia Bank building on the right.

### FROM ROUTE 7 WEST:

Take the bypass around Leesburg and take the Route 15 to Warrenton exit. At the light, turn left onto King Street. At the second light, turn right onto Catoctin Circle. Go a short distance. Look for the Wachovia Bank building which will be on the left. Loudoun Extension is located on the first floor right next to the bank.

#### *An Outreach Service of Virginia Tech*

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Mark A. McCann, Interim Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Alma C. Hobbs, Administrator, 1890 Extension Program, Virginia State, Petersburg

# The Business of Family Child Care



**JUNE 13, 2006**

**LOUDOUN  
EXTENSION OFFICE**

**Leesburg, VA  
9:30 a.m.-12:30 p.m.**

Virginia Cooperative Extension

*Knowledge for the Commonwealth*



VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY



VIRGINIA STATE UNIVERSITY

# VIRGINIA COOPERATIVE EXTENSION

## ABOUT THE PROGRAM

"The Business of Family Child Care" is designed to give individuals the tools to construct a successful and caring home based child care service. A resource guide will be provided which includes the information a caregiver needs to get started in planning a child care business.

## ABOUT THE PRESENTERS

**Beverly Samuel** is a Senior Extension Agent, Family & consumer Sciences with Loudoun Cooperative Extension. She provides resource assistance to caregivers interested in starting a family child care business.

**Pat Czikra** is a State Licensing Inspector in the Fairfax Area Licensing Office. She has previous child care experience, including director of centers.

**Debra Foster** is a Child Care Program Coordinator with the Loudoun Child Care Network. She is a parent who appreciates the benefit of a quality Child Care Provider for her two children.

*If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this program, please contact the local Extension Office during regular business hours to discuss accommodations 14 days prior to the event.*

## PROGRAM SCHEDULE

- 9:30-10:45 a.m. Welcome  
Getting Started  
Purpose & Philosophy  
Self-Assessment for a  
Child Care Provider  
Zoning Permits  
Business License  
  
State Licensing  
  
Voluntary Registration
- 10:45-11:15 a.m.  
\* Provider Portfolio  
\* Advertising Your  
Business  
\* Sample Contracts  
\* Enrollment  
\* Start-Up Costs  
\* Setting Your Fee
- 11:15-11:45 a.m.  
The Business of Family Child Care
- 11:45-12:15 p.m.  
Preparing Nutritious Meals  
(USDA Reimbursement Program)  
  
CDU Program  
Provider Support Groups  
Professional Associations
- 12:15-12:30p.m.  
Questions/Evaluations  
Conference participants will  
receive 3.0 training credit for the  
Caregiver Development Unit  
Program

*Knowledge for the CommonWealth*

## REGISTRATION FORM

### The Business of Family Child Care

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_

Alternate Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_

**PRE-REGISTRATION IS REQUESTED  
BY JUNE 5TH, SPACE IS LIMITED.**

**FEE: \$10.00 PER PERSON**

**\$15.00 PER COUPLE.**

*The registration fee is not refundable.*

**PLEASE MAKE CHECK PAYABLE TO:**

**VCE LOUDOUN 107N**

**MAIL TO:**

**LOUDOUN EXTENSION OFFICE**

**30-B CATOCTIN CIRCLE, S.E.**

**LEESBURG, VA 20175**

**Total Number Attending** \_\_\_\_\_

**For More Information Contact:**

***Beverly Samuel at  
(703)777-0373***